

UNITED STATES BANKRUPTCY COURT

EASTERN DISTRICT OF MISSOURI
THOMAS F. EAGLETON U.S. COURTHOUSE
111 SOUTH TENTH STREET - SEVENTH FLOOR SOUTH
ST. LOUIS, MISSOURI 63102

www.moeb.uscourts.gov

JAMES J. BARTA
CHIEF JUDGE

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CM/ECF
April 5, 2004

Dear CM/ECF (User, Registrant, Participant, Licensee):

This communication contains information about the CM/ECF system. Although this information is posted on the Court's website (www.moeb.uscourts.gov), I will continue to periodically distribute this digest of the information that may have immediate value for your practice.

- Over the past few months, our trainers and staff manning the CM/ECF Help Desk have heard from practitioners and their support staff of the need to offer advanced training in CM/ECF. In order to develop the content of this training, we need your assistance. Please take the time to complete the following survey - http://www.moeb.uscourts.gov/advtraining_survey.htm. The survey is in fillable format and should take no more than 10 minutes to complete.
- Some practitioners have expressed frustration with reconciling court-issued receipts against the financial statements received from their financial institution at month end. An alternative to court-issued receipts involves using the Internet credit card module of CM/ECF. The Internet credit card module allows one to enter credit/debit information for each case or as a batch of cases. An electronic receipt is sent immediately after, allowing for quicker financial reconciliation. An instruction manual providing detailed information about the on-line credit card module is posted on the Court's website <http://www.moeb.uscourts.gov/cmecf/whatsnew.html>.
- The success of our CM/ECF program is due in large part to the concentration on Accuracy and Correctness. An important aspect of Accuracy is consistency with respect to hearing dates and response deadlines. Please double check that the hearing date in the upper right hand of the PDF pleading is the same as the hearing date on any PDF notice and on the ECF docket entry; and that any dates or deadlines in the certificate of service are consistent with other dates in a particular proceeding. The party setting the hearing date is responsible for the accuracy of hearing dates.
- All of the Local Forms are available on the Court's Website in both Word and WordPerfect format at <http://www.moeb.uscourts.gov/FormsIndex-WP.htm>. The Proof of Claim Form is now available as a fillable PDF form and can be found at the same location on the Court's Website.